



**Court Services and Offender Supervision Agency
for the District of Columbia**

OPERATIONAL INSTRUCTION

Operational Instruction CSS-2008-01

Policy Area: Supervision

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PROCESSING FBI FLASH/CANCELLATION NOTICES, SUPERVISION TRANSFER NOTICES, AND "HIT" NOTICES

I. PURPOSE

The purpose of this guidance is to establish procedures within the Offender Processing Unit (OPU) for processing Federal Bureau of Investigations (FBI) Flash/Cancellation Notices (FBI Form I-12) and Supervision Transfer Notices (FBI Form I-433a) so that "hits" can be received on rearrested offenders for whom there is a criminal justice interest. The submission of Flash/Cancellation Notices on CSOSA offenders will assist in the location of absconders and will provide up-to-date offender information on DC Code offenders for our law enforcement partners.

II. GUIDANCE

The Offender Processing Specialists within OPU shall complete and submit FBI Form I-12 (Flash/Cancellation Notice) to the FBI's Criminal Justice Information Services (CJIS) Division for all offenders placed on or removed from supervision. Form 433a (Supervision Transfer Notice) will be completed and submitted on offenders whose supervision has been transferred to another jurisdiction. OPU staff also will document in the SMART running record when an offender's Flash/Cancellation Notice is submitted or removed, or when the offender's supervision is transferred to another jurisdiction. DC Code offenders who are arrested outside of the District of Columbia will be positively identified with the arrest information report through CSOSA in order to ensure positive identification.

III. DEFINITIONS

A. Flash/Cancellation Notice.

The "Flash/Cancellation Notice" is FBI Form I-12, which is used to notify the FBI's Criminal Justice Information Services (CJIS) Division that an offender has been placed on parole, supervisory release, pretrial diversion, probation, etc., and the jurisdiction submitting the form has an interest in receiving information concerning the offender, or when that interest is over (cancelled). The Flash/Cancellation Notice provides law enforcement with information on offenders who may be "Wanted," as well as automatically notifies agencies designated on the Flash/Cancellation Notice to receive rearrest notification when an offender with a Flash/Cancellation Notice in effect is rearrested.

B. Supervision Transfer Notice.

The Supervision Transfer Notice (FBI Form I-433a) is used when an offender's supervision is being transferred from one jurisdiction to another. As a result of completing this form, the jurisdiction which originally requested the Flash/Cancellation Notice no longer has an interest in the offender and will no longer receive hit notices, if the offender was rearrested.

C. Flash Hit Notice.

A "hit" notification automatically printed on a designated printer which provides the receiving jurisdiction with pertinent information about the offender, such as a rearrest or a wanted status.

IV. PROCEDURES

A. Processing FBI Flash Notices.

1. OPU staff are responsible for sending Flash/Cancellation Notices (Form I-12) to the FBI when offenders are placed on supervision and when the offender no longer has a supervision obligation in the District of Columbia.
2. The Flash/Cancellation Notice form must be completed by OPU and submitted to the FBI the same day the offender is assigned for supervision; or, when the Agency no longer has a supervision responsibility for the offender. In addition, OPU staff must enter a running record entry with the appropriate purpose code to document that this activity has been completed.
3. Supervisory Offender Processing Specialists (SOPS) or their designee must document and track all Flash Notices that are completed on a daily basis. A monthly report of all Flash Notices processed must be submitted to the Office of the Deputy Associate Director no later than the 5th calendar day of each month.
4. OPU Specialists must ensure that the appropriate and correct information is provided in the appropriate fields on the Form I-12 prior to forwarding this to the FBI.
5. OPU Specialists are to submit a Flash/Cancellation Notice to remove CSOSA's interest in the offender for any one of the following reasons:
 - a. The offender receives an early discharge from supervision;
 - b. The offender is deceased (verification per policy);
 - c. The offender has absconded from supervision and been apprehended. In these cases, Special Projects Unit (SPU) staff would update the offender's warrant as executed in SMART, and then submit a Flash/Cancellation Notice to cancel the Agency's interest in the offender; or
 - d. The offender's supervision term has expired or is otherwise closed.

6. OPU Specialists are to submit a new Flash/Cancellation Notice (Form I-12) if there is a change in the offender's supervision expiration date:
 - a. Within three (3) business days of notification received by OPU staff from the releasing authority or the Community Supervision Officer (CSO) that the offender's supervision expiration date has changed, OPU staff will complete and submit a new Flash/Cancellation Notice to the FBI, which indicates the new expiration date and specifies the length of supervision.
 - b. The assigned CSO must provide within two (2) business days notification to the SOPS Specialist (via e-mail) with notification of an extended supervision period. The OPS (Offender Processing Specialist) will obtain via Courtview the revised Judgment and Commitment Order (J&C) within two (2) business days of receipt of the information from the CSO verify with the new expiration date for the offender.
 - c. The OPS will obtain via Courtview the revised J&C and will update SMART with a running record entry and will send the FBI the new Flash/Cancellation Notice.

B. Receiving Flash Hit Notices from the FBI.

1. The Special Projects Unit will be the designated office to receive "Hits" (Flash Hit Notices) from the FBI regarding notification of an offender's arrest, apprehension, or warrant request.
2. On a daily basis, all "Hits" received must be scanned and tracked in SMART by entering a running record purpose of: Hit Notice Received and maintaining an electronic spreadsheet.
3. The electronic spreadsheet must be submitted to the Office of the Deputy Associate Director no later than the 5th calendar day of each month. ¹
4. Upon receipt of a "Hit" notice, the Special Projects Unit Manager or designee must forward a copy to the appropriate Community Supervision Officer (CSO) by the close of business on the day the "Hit" notice is received.
5. As is standard policy, the CSO must notify the releasing authority within three (3) business days of the offender arrest for a new charge.

C. Expiration of Sentence, Closed Cases, and Transferred Cases.

1. Supervision staff are to forward to the Offender Processing Unit/File Management Unit all expired or closed cases within three (3) business days of expiration or closure. The SCSO or designee must send written notification via e-mail to the OPU Flash Notice electronic mailbox, the same day the offender's case expires, the offender's case is closed, or the offender's case is transferred to another jurisdiction.
2. The SOPS must direct the cancellation notice to the FBI via the Form I-12 is processed within 2 business days of receipt of the expiration or closure status of the offender. A copy

of the Form I-12 is to be placed in the case file and updated to reflect the action taken in SMART.

D. Distribution of Form I-12:

1. Form I-12 is typed in triplicate (original and two copies) with the original and one copy to be forwarded to the **CSS FBI WEST VIRGINA**. One copy will be retained in the OPU Office case folder and used when it is time to cancel the flash notice.
 1. The I-12 Form will be a template in SMART.
 2. The offender's data will automatically populate on the form.
 3. The completed form is to be printed and distributed as follows:
 - a. Original form is to be forwarded to:
FBI
Clarksburg, WV 26306
Attention: Criminal Justice Information Services (CJIS) Division
 - b. First copy of the form is to be placed in the offender's case file.
 - c. Second copy of the form is to be retained in the OPU Office case folder.

¹ The tracking spreadsheet must be included in the Branch VIII Monthly Report.